

# Preparing for Phase I Approval: New Construction/Advance Site and/or Plans

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## Introduction

This section focuses on the preparation of new construction or advance site and/or plans projects for a Phase I apportionment.

The new construction program provides funding for conducting feasibility studies, design development, site acquisition and construction of new schools and additions to existing schools.

The features of these programs differ accordingly:

NEW CONSTRUCTION	ADVANCE SITE AND/OR PLANS
Standard 3/4 year enrollment projection	Accelerated 5/6 year enrollment projection*
Phases I through Phase III	Phases I and Phase II only *
Matching Share Requirement	No Matching Share Requirement

\* Since the advance site and/or plans project does not achieve a Phase III construction apportionment, this type of project must convert to a new construction application (based on a 3/4 year enrollment projection) prior to a Phase III apportionment.

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## Determining Eligibility

Eligibility for construction is determined by three factors:

- projected enrollment
- existing area
- eligible area allowed by law

*Continued on the next page*

## Justification Methods

Regardless of a project's application method, there are two methods of preparing a justification document necessary to substantiate the project. Each method has its own advantages:

TRADITIONAL	ALTERNATE
<p>Provides maximum eligibility when the actual existing area, as supported by a complete set of diagrams of facilities owned or operated by the district (1A diagrams) is less than the area computed under State formulas.</p> <p>This method is generally more favorable to districts which have constructed facilities under the State School Building Program, prior to January 1, 1987.</p>	<p>Provides maximum eligibility when the actual existing area is greater than the area calculated under State formulas. The area calculated under the State formula allows for the use of:</p> <ul style="list-style-type: none"> <li>• district classroom loading standards rather than State classroom loading standards and,</li> <li>• a mathematical calculation based on teaching stations to arrive at the area of existing adequate construction.</li> </ul> <p>This method provides maximum eligibility to districts which are "overbuilt" according to State standards.</p>

## Required Documents

The following documents are required to prepare an application for a Phase I approval:

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE	DISTRICTWIDE/ HS ATTENDANCE AREA	PROJECT SPECIFIC
<input type="checkbox"/> SAB 411B <sup>a</sup>	Enrollment Certification	3-A-5	✓	
<input type="checkbox"/> none <sup>a</sup>	1A Diagrams of Existing Facilities (Traditional Justification Method)	3-A-10	✓	
<input type="checkbox"/> SAB 511 <sup>a</sup>	Worksheet for Alternative Method of Computing the Area of Adequate School Construction (Alternate Justification Method)	3-A-49	✓	

*Continued on the next page*

Required Documents,  
continued

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE	DISTRICTWIDE/ HS ATTENDANCE AREA	PROJECT SPECIFIC
<input type="checkbox"/> none <sup>a</sup>	Plot plan for each site (Alternate Justification Method)	3-A-49	✓	
<input type="checkbox"/> SAB 500 <sup>b</sup>	Lease-Purchase Justification Document	3-A-30	✓	
<input type="checkbox"/> SAB 525 <sup>b</sup>	Site Summary	3-A-11	✓	
<input type="checkbox"/> SAB 526 <sup>b</sup>	Real Property, Portable and Non-Conforming Report	3-A-11	✓	
<input type="checkbox"/> SAB 504I	Initial Certification of Available Rents	3-A-52	✓	
<input type="checkbox"/> SAB 506 <sup>a</sup>	Application for Apportionment	3-A-53		✓
<input type="checkbox"/> SAB 508 <sup>a</sup>	Authorized Signatory	2-6	✓	
<input type="checkbox"/> none <sup>a</sup>	Year-Round School Feasibility Study	Appendix 7	✓	
<input type="checkbox"/> SFPD 575	Five-Year Facility Plan	Appendix 8	✓	
<input type="checkbox"/> none	Two letter appraisals (Site Acquisition Only)	3-A-56		✓

<sup>a</sup> Minimum essential documents necessary for initial project review.

<sup>b</sup> The Forms SAB 525 and/or Form SAB 526 can be submitted in lieu of the Form SAB 500.

The following documents are required prior to the release of Phase I site funds:

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE
<input type="checkbox"/> SAB 518	Agreement to Lease	3-A-57
<input type="checkbox"/> SAB 533	Client/Architect Agreement	3-A-58

*Continued on the next page*

**In This Section**

This section includes the following topics:

TOPIC	SEE PAGE
Enrollment Projection	3-A-5
Map of the District's Attendance Area(s)	3-A-8
1A Diagrams: Diagrams of Existing Facilities (Traditional Justification Method)	3-A-10
Exclusions from Existing Adequate Building Area	3-A-17
Area Exclusions	3-A-18
Portable/Relocatable Buildings	3-A-26
Form SAB 500 Lease-Purchase Justification Document Overview	3-A-28
Form SAB 500, Lease-Purchase Justification Document	3-A-30
Form SAB 511, Alternate Method of Computing the Area of Adequate School Construction	3-A-49
Fiscal Reports	3-A-52
Form SAB 506, Application for Apportionment	3-A-53
Administrative Cost Allowance	3-A-55
Letter Appraisals for Real Property	3-A-56
Form SAB 518, Agreement to Lease	3-A-57
Form SAB 533, Client/Architect Agreement	3-A-58
Phase I Apportionment: Feasibility Studies	3-A-61
Phase I Fund Release: Feasibility Studies	3-A-62

# Enrollment Projection

## Introduction

Applicants wishing to construct new building area must provide historical and current enrollment data which allows an estimate of the district's future pupil population needs to be calculated. The district's enrollment is certified on the *Form SAB 411B, Enrollment Certification* using either California Basic Education Data Systems (CBEDS) or sixth month of school year (Spring) enrollment data. County Superintendent of Schools enrollment is certified on the Form SAB 411B, using an April 1 reporting date prior to the CBEDS reporting date for regular pupils.

Enrollment for districts or County Superintendent of Schools must exclude those students enrolled in:

- Preschool
- Adult Education
- ROTC/ROP

In addition, County Superintendent of Schools must exclude district specific enrollment.

## Districtwide Enrollment Certification (Form SAB 411B)

The enrollment reported may include only those students who reside in the school district and any students who reside in the district but attend in another district.

## High School Districts Enrollment Certification (Form SAB 411B)

The reported enrollment must also include all feeder elementary school districts for all grades. In addition, a Form SAB 411B identifying each feeder district's enrollment must be submitted.

## High School Attendance Area Enrollment Certification (Form SAB 411B)

For each High School Attendance Area, the enrollment reported must include only those students who reside within the high school attendance area and any students who reside within the high school attendance area and attend another high school attendance area or school district. In addition, the enrollment must be provided for the entire district and include all feeder elementary school districts for all grades where applicable.

## Continuation High School "Pupil Unit" Certification (Form SAB 411B)

The district is to report the three school months with the highest attendance ending with the prior 12 calendar months from which the date the Form SAB 411B is signed by the district representative.

*Continued on the next page*

County Superintendent of  
Schools Enrollment  
Certification  
(Form SAB 411B)

The enrollment reported must include all countywide special education students. *Grade level identification needs only to differentiate between elementary and secondary SDC.*

Interdistrict Reporting

SAB enrollment reporting policy specifies that the following pupils be reported on the Form SAB 411B:

- pupils who reside in the district and attend that district
- pupils who reside in the district but attend another district

Only those students *residing in the district* and those students *residing in the district, but attending another district*, regardless of interdistrict transfer agreements, may be reported in part A of the Form SAB 411B.

Enrollment Modification

There are two methods of augmenting the standard enrollment projection in the event a district experiences an accelerated growth rate due to unforeseen local construction starts.

- When the construction of new housing units is atypically high, the projection may be modified using a “housecount”.
- When the construction of new prisons will impact the student population of districts, the projection may be modified using a “prisoncount”.

Required Documents

The following is required for an enrollment modification to be prepared:

REQUIRED CERTIFICATION/DOCUMENTATION	
HOUSECOUNT	PRISONCOUNT
A map identifying each development for which permits were issued for construction of major utility services or off-site street improvements where long-term housing units are to be located. ( <i>Hotels, motels, and other living quarters generally used as short-term accommodations may not be included</i> ). The map must also identify the number of housing units which will be under construction within the next calendar year.	The Department of Corrections <i>Environmental Impact Report</i> for the proposed prison specifically identifying the predicted increase in student enrollment associated with the prison employee families in the study area.

**Form SAB 411**

The *Form SAB 411, Enrollment Projection* is prepared by the OLA or those County Superintendent of Schools participating in the self-certification program. It generates several projections (3/4 years or 5/6 years). These projections are used in the preparation of the justification documents for determining district eligibility. The type of application dictates which enrollment projection will be used.

TYPE OF APPLICATION	PROJECTION TERM BY GRADE	
	K – 6	7 – 12
New Construction	3 years	4 years
Advance Site and/or Plans	5 years	6 years
Conversion of Advance Site and/or Plans to New Construction	3 years	4 years
50/50 Program	3 years or 5 years	4 years or 6 years
Cost Sharing	3 years	4 years

**Computer Program**

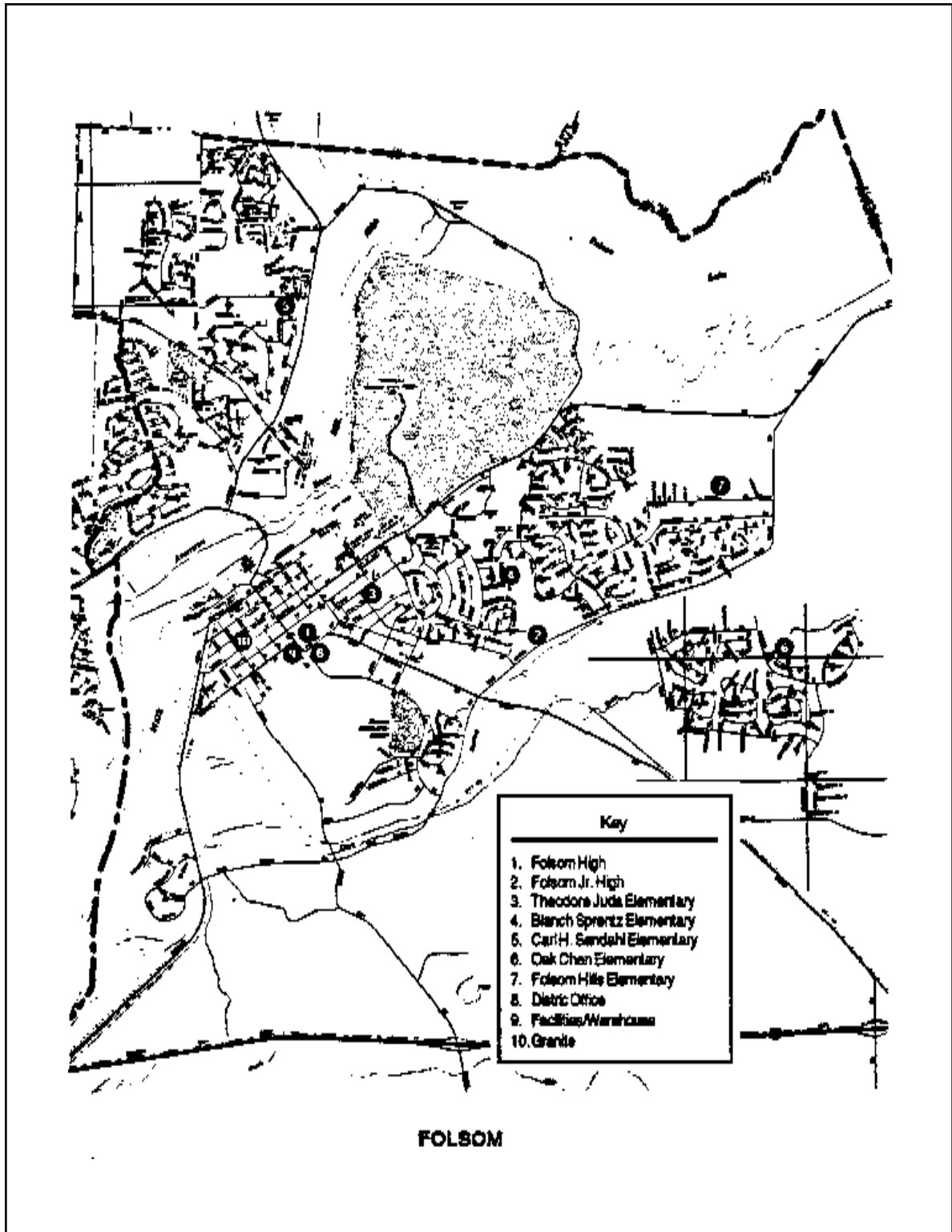
A copy of the SAB 411 computer program is available in IBM PC compatible format on 3½ and 5¼ diskettes. This program is also available on the OLA Bulletin Board Service for downloading. Call (916) 324-0289. Complete instructions and files are included in this self-extracting archive. ☺

## Map of the District's Attendance Area(s)

<p>.....</p>	
Map Content	<p>The district must submit a map of the attendance area(s) (see <i>Example 1: Map of the District's Attendance Area(s)</i>, page 3-A-9). The map must contain the following:</p> <ul style="list-style-type: none"><li>• the district's attendance area(s) geographic boundaries</li><li>• all land and facilities owned and/or operated by the district</li><li>• all sites involved in the acquisition process</li><li>• all feeder districts (if applicable)</li><li>• all adjacent school districts</li></ul>
Revisions to the Map	<p>When changes occur, a revised district map must be submitted with the next State School Building Program application filed. These changes may include such items as the acquisition or disposal of facilities. ☺</p>



## Example 1: Map of the District's Attendance Area(s)



# 1A Diagrams: Diagrams of Existing Facilities (Traditional Justification Method)

## Introduction

Applications for new construction filed using the traditional justification method must include a set of 1A diagrams. The 1A diagrams provide a schematic of the facilities owned and operated by the district for each site. These diagrams will be used to determine the district's existing adequate building area.

## 1A Diagram Components

The 1A diagrams must be an accurate representation of all buildings and include the following information:

- plot plan
- site summary
- dimensioned building diagrams
- area calculations

## Area Exclusions

Certain building areas are excluded from the calculation of existing adequate building area. *However, these building areas must be accurately reflected in the 1A diagrams (see Area Exclusions, pages 3-A-18 through 3-A-25).*

## Using the Alternate Justification Method

Alternately, the district's existing area may be determined using the alternate justification method (see *Form SAB 511, Alternative Method of Computing the Area of Adequate School Construction, pages 3-A-49 through 3-A-51*).

## Plot Plan

A plot plan of all properties/facilities owned by or operated by the district must be drawn to scale on 8 ½" × 11" sheets (see *Example 2: Plot Plan, page 3-A-12*). The plot plan must contain the following:

- name and address of the school facility
- name of school district and county
- gross site acreage
- location of all buildings, identified and cross referenced to the site summary sheet (see *Exhibit 1, page 3-A-14*)
- name of existing streets adjacent to the site
- Office of the State Architect application numbers for those portions of the school which have been previously constructed
- date the "notice of completion" was filed
- certification of accuracy by the architect
- plot plan preparation date

*Continued on the next page*

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**Building Diagram**

Building diagrams must be:

- completely dimensioned
- numerically designated for all areas calculated at their actual area (see *Area Exclusions, page 3-A-18 through 3-A-25*), and
- alpha designated for all areas calculated at less than their actual area (i.e., covered unenclosed spaces, see *Area Exclusions, page 3-A-18 through 3-A-25*).

Make as many diagram sheets as necessary to show all buildings. Two or more buildings of identical design may be consolidated into a single sheet by showing the identity symbols for both buildings covered by the consolidation sheet (see *Example 3: Building Diagram and Area Calculations, page 3-A-13*).

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**Area Calculations**

Area calculations per building must include:

- corresponding numeric or alpha designations per facility
- facility classifications in compliance with OLA designations (see, *Building Cost Standards, pages 3-B-56 through 3-B-59*).
- dimensions of each space
- total building area (including area exclusions)
- total building area to be excluded from the existing adequate area.

These calculations are usually on the same page as the building diagram; however, they may be on a page following the building diagram (see *Example 3: Building Diagram and Area Calculations, page 3-A-13*).

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**Form SAB 525**

Site summary certifications may be submitted in various formats. The *Form SAB 525, Site Summary* is available to the district for this purpose (see *Exhibit 1: Site Summary, page 3-A-14*). The certification must provide an itemization of all buildings located within the school facility. The items summarized may include but are not limited to:

- name and address of the school facility
  - identification of the building area and number/type of teaching stations for each building; identification of ownership of title for facilities not owned by the district
  - authentication by the District Representative and date
- 

**Form SAB 526**

In lieu of annually submitting the Form SAB 525 for each facility, the district can update the facilities inventory by utilizing the *Form SAB 526, Real Property, Portable and Non-Conforming Report* (see *Exhibits 2 and 2A pages 3-A-15 and 3-A-16 respectively*). ©

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## Example 2: Plot Plan

La Forge School District, Picard Elementary School  
Excelsior County

☒ New Construction  
☐ Modernization/Reconstruction

Diagram of Building Area  
☒ Existing 1-A  
☐ Proposed 2-A  
☐ Final 3-A

La Forge School District  
Picard Elementary School  
2200 North Street  
Excelsior County

North

North Street

West Street

East Street

South Street

Plot Plan

Trailer  
10 x 32

Bldg. A

AD W \* \* T \*Classroom

K K \* \* \* T

CR Bldg. C Portable

MultipurposeType 1 Bldg. B

KT

3.5 Acres

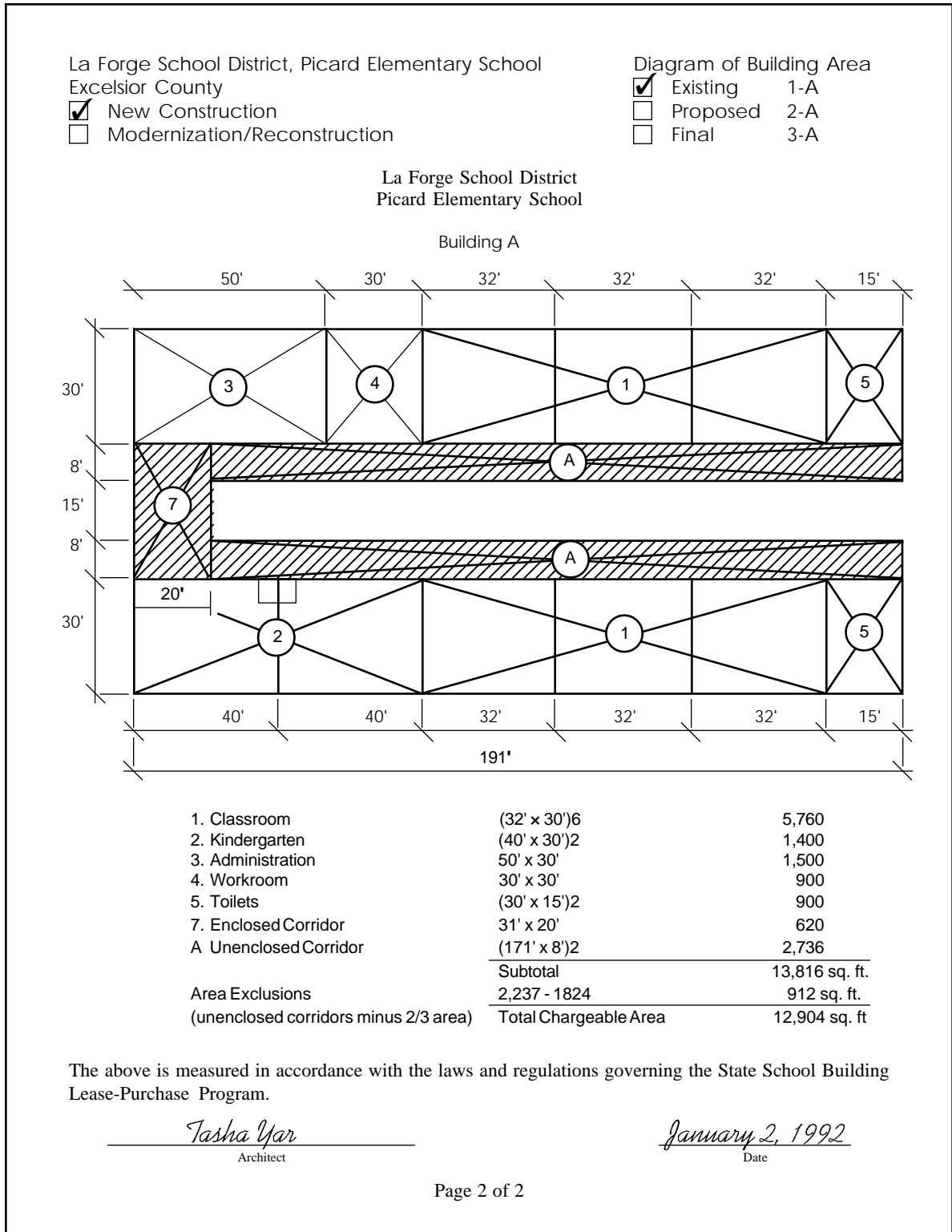
The above is measured in accordance with the laws and regulations governing the State School Building Lease-Purchase Program.

Tasha Yar  
Architect

January 2, 1992  
Date

Page 1 of 2

## Example 3: Building Diagram and Area Calculations



## Exhibit 1: Site Summary

STATE OF CALIFORNIA SITE SUMMARY SAB 425 (REV. 04/82)										DEPARTMENT OF GENERAL SERVICES STATE ALLOCATION BOARD PAGE ____ OF ____									
BGS-EXL 04/19/82										APPLICATION NUMBER									
COUNTY										PROPERTY CHECK DATE									
SOS-EXL 04/19/82										QUOTES RECEIVED									
BUILDING AREA (SQUARE FEET)										FACILITIES DESCRIPTION									
EXCLUSIONS FROM EXISTING ADEQUATE AREA										EXISTING ADEQUATE AREA									
TOTAL BUILDING AREA										PORTABLE/RELOCATABLE									
NON										PERMANENT									
FIELD ACTY										UNDER 30 YEARS OF AGE									
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[illegible]

## Exhibit 2A: Real Property, Portable and Non-Conforming Report

[illegible]



## Exclusions from Existing Adequate Building Area

### Building Area Types

Building areas are classified by type as follows:

TYPE	DESCRIPTION
Totally Enclosed Area	<ul style="list-style-type: none"> <li>generally, all area inside the exterior rough wall lines</li> <li>each floor of a multi-story building</li> <li>basement and boiler rooms</li> <li>heater rooms, including those above the normal floor level</li> </ul>
Partially Enclosed	<ul style="list-style-type: none"> <li>each floor of library stacks</li> <li>mezzanines open on one or more sides which may easily be converted to instructional spaces or passageways</li> <li>open covered areas which provide shelter between buildings that are less than 20 feet apart</li> </ul>
Covered Unenclosed Area	<ul style="list-style-type: none"> <li>open covered passages, arcades, shelters, porches, and planting areas (includes lunch shelters, sheltered bicycle racks and any covered play areas)</li> <li>open covered areas which provide shelter between buildings that are 20 feet or more apart</li> <li>overhangs and sun control devices designed and located to function in lieu of covered walks or other shelters</li> <li>mezzanines used for storage purposes</li> <li>small sheltered steps/platforms on relocatable classroom units.</li> </ul>

### Measurement of Building Area

Building areas that are fully enclosed are measured from the exterior rough wall to the center line of interior partitions. Whenever appropriate, covered unenclosed building spaces are measured from the exterior rough wall to the edge of the overhang or edge of paving, whichever is less. ☺

## Area Exclusions

### Building Area Exclusions (Partial)

*All building spaces are calculated at their actual area except as follows:*

IF the covered unenclosed corridor area is located on the . . .	THEN exclude . . .
1st floor	two-thirds of its actual area.

IF the covered unenclosed or enclosed corridor area is located on the . . .	THEN exclude . . .
2nd or higher floor	one-third of its actual area.

### Building Area Exclusions Other Building Area

Specific building areas are entirely excluded from the computation of "existing adequate area":

TYPE	DESCRIPTION
Building Spaces	<ul style="list-style-type: none"> <li>• unsheltered platforms and steps</li> <li>• small sheltered platforms or steps on relocatable classroom units,</li> <li>• eaves and sun control devices which are not designed or located to function as, and in lieu of, covered walks or other sheltered areas</li> <li>• the area of incinerators, pumphouses, transformer vaults, trailers, service yards and other Non-Field Act buildings and structures</li> <li>• elevator shafts constructed for the purpose of complying with Government Code Section 4450 et seq., relating to facilities for handicapped persons</li> <li>• the area of enclosed stairs and appropriate landings for each floor area</li> <li>• that portion of the area below the first floor of a multi-story building used exclusively for employee parking, provided the SAB finds that other means of parking are not economically feasible</li> <li>• the area of any building which complies with Education Code Section 39141.5 and 39141.6</li> <li>• district administration facilities</li> </ul>

*Continued on the next page*

**Exclusions (Full)**

Other specific building areas are entirely excluded from the computation of adequate area:

TYPE	DESCRIPTION
Portables: Leased/ Lease-Purchase/ Leased-With-Option- to Purchase	The building area under lease, lease-purchase, lease-with-option-to-purchase agreement not to exceed five years from the date the agreement was entered (refinancing/renegotiation dates are not acceptable).
Leased Portable: Extended Exclusion	<p>At the termination of the five-year period from which the leased, lease-purchase, or leased-with-option-to-purchase portable agreement was entered, the district may request either an additional five-year exclusion period or a two-year exclusion period depending on the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>An additional five-year exclusion</b> may be granted if the continued use of the <b>leased</b> portable is justified by additional growth (ADA). Additional growth is established by calculating the difference between the district's actual ADA at the time the extension is sought and a five-year enrollment projection from that date. The difference, divided by 30, gives the number of <b>leased</b> portables justified by the additional growth.</li> <li>• <b>An additional two-year exclusion</b> may be granted for those leased, lease-purchase, or leased-with-option to-purchase portables if the criteria for the five-year exclusion is not met (leased portables only). The two-year exclusion may be justified provided the exclusion is necessary to maintain eligibility for a project previously approved. However, if the inclusion of the portables affects only future area and not an approved project, the extension will be denied and the portable area will be included in the district's "existing adequate area".</li> </ul> <p>Note: The maximum extension for a <b>leased</b> portable is <b>five years</b>. The maximum extension for a <b>lease-purchase</b> or <b>leased-with-option-to-purchase</b> portable is <b>two years</b>.</p>

*Continued on the next page*

**Other Building Area  
Exclusions (Full), continued**

TYPE	DESCRIPTION
Portables Leased/ Owned for 20 Years or More	<p>Districts filing on a districtwide basis:</p> <ul style="list-style-type: none"> <li>For portables leased/owned by the district for 20 years more, the total portable building area which exceeds ten percent of the district's "existing adequate area" may be excluded.</li> <li>This portable building area must not have been previously excluded from the district's "total" building area.</li> </ul> <p>Districts filing on a high school attendance area basis:</p> <ul style="list-style-type: none"> <li>Portables must have been lease/owned by the district for 20 years or more and are physically located within that high school attendance area as of July 1, 1986.</li> <li>The total portable building area which exceeds ten percent of the "total" area of the high school attendance area may be excluded.</li> </ul>
State Emergency Portables	Portable classrooms leased pursuant to the "Emergency School Classroom Law of 1979", commencing with Education Code Section 17785, Chapter 25.
State Day Care	Portable classrooms leased pursuant to "Migrant Portable Education Program", Education Code , Chapter 8, Part 10, Article 5.
Pre-School/ Child Day-Care/ Regional Occupation Program	<p>Building area that has been continually used for the preceding five years at least 50 percent of the time for operation of pre-school programs as defined in Education Code Section 7742 (B)(2). Such building area must be located at a school which operates on a year-round schedule.</p> <p>Buildings purchased with special override taxes, federal funds, local funds or specific State funds for use as adult education, child care or Regional Occupation Programs.</p>

*Continued on the next page*

**Other Building Area  
Exclusions (Full), continued**

TYPE	DESCRIPTION	
Leased Building Area with a Term Exceeding 24 Years	Building area leased for a term exceeding twenty-four years for an annual rental payment of not more than five dollars.	
Multi-Story Construction	Only that area built with State supplemental funding provided by Education Code Section 17741.8 (see <i>Multi-Story Construction, page 3-B-61</i> ).	
Mello-Roos/ Cost Sharing Program	Facilities constructed under the Mello-Roos Community Facilities Act of 1982 for which the district submits a cost sharing application, are excluded only for the purposes of determining that the facilities are eligible for cost sharing under Education Code Section 17718.5 (see <i>Appendix 4, Cost Sharing</i> ).	
Temporary-Use Buildings	A structure which meets the following criteria: <ul style="list-style-type: none"><li>• it must be leased,</li><li>• it may not be used as a teaching station,</li><li>• the area being excluded at a site cannot exceed the following percentages of portable classroom area excluded for the same site as follows:</li></ul>	
	TYPE	PERCENTAGE
	Elementary school	40%
	Middle School	50%
	High School	60%
	Note: "Portable area excluded" does not include portables excluded under Education Code Section 17742.5(c).	

*Continued on the next page*

**Other Building Area  
Exclusions (Full), continued**

TYPE	DESCRIPTION
Donated/Bequeathed Non- Teaching Station Facilities	<p>Facilities not determined to be pupil instruction space as follows:</p> <ul style="list-style-type: none"> <li>• building area constructed by the district after September 11, 1957 with funds given or bequeathed to the district after that date, or</li> <li>• building area given, devised or bequeathed to the district after September 11, 1957.</li> </ul> <p>Note: Funds or facilities which satisfy either a past or future obligation shall not be considered given, devised or bequeathed to the district.</p>
Abandonment or Replacement of Facilities	Buildings which have met the criteria for non-conforming structures (see <i>Appendix 9, Abandonment of Non-Conforming Buildings</i> ).
Flooded Facilities	<p>The facilities in a region which are susceptible to repeated flooding:</p> <ul style="list-style-type: none"> <li>• the facility (building) has been flooded (entire floor under water) at least two times in the previous five years, and</li> <li>• the total cost to repair the damages of all floods in the facility is at least 50 percent of the cost to replace the facility based on standards in effect when the facility was flooded.</li> </ul>

*Continued on the next page*

**Other Building Area  
Exclusions (Full), continued**

TYPE	DESCRIPTION
Unsuitable for School Purposes	<p>Building area that is proposed unsuitable for school purposes must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. The facility has been unavailable for use for at least the previous five years due to court ordered integration; or,</li> <li>2. The facility has not been used for the previous five years, due to shifting enrollment and it would not be economical or good practice to utilize the facility; or,</li> <li>3. The structural stability of the facility or health or fire hazards constitute a serious threat to the safety of those using the facility, and it would not be economical or good practice to remedy such conditions by repairing or reconstructing the facility; or,</li> <li>4. The continued use of the facility would be seriously detrimental to the proper education of the children of the district, and it would not be economical or good practice to remedy such conditions by repairing or reconstructing the facility.</li> </ol> <p>In addition, the SAB must by unanimous vote of all members present determine the building area is no longer usable for school purposes.</p>
Exceeding State Building Area Standards (not to exceed ten percent)	<p>Building area constructed in accordance with Education Code Section 17740.1 that meets <b>all</b> of the following criteria:</p> <ol style="list-style-type: none"> <li>1. The area was constructed as part of a State funded project with funds not administered by the SAB.</li> <li>2. The area was part of the increased building area constructed beyond the allowable building area of the State funded project.</li> <li>3. The construction contract for the area was initiated after December 31, 1986.</li> <li>4. The area does not exceed ten percent of the allowable building area of the State funded project.</li> </ol>

*Continued on the next page*

### Alternatives to Partial or Full Building Area Exclusions

In addition to the exclusion of specific building areas, a district may elect to exclude “existing adequate area” as derived from the following enrollment projection calculation:

STEP	CALCULATION	
1	Subtract the district's three year enrollment projection (ADA) from the five year enrollment projection (ADA) by grade level clusters (i.e., K – 6, 7 – 8, 9 – 12)	
2	Multiply the results of Step 1, whether positive or negative, by the appropriate area allowances:	
	GRADE LEVEL	AREA ALLOWANCE
	K – 6	45 square feet per ADA
	7 – 8	50 square feet per ADA
	9 – 12	55 square feet per ADA
	Continuation HS	55 square feet per pupil unit
	All grade level clusters are inclusive of Special Day enrollment.	
3	The sum of Step 2 is excluded from the district's “existing adequate area” and identified as such on the <i>Form SAB 500, Lease-Purchase Justification Document</i> .	

*Continued on the next page*



**Alternatives to Partial or  
Full Building Area  
Exclusions, continued**

It is most advantageous to use this calculation under the following circumstances:

<b>CIRCUMSTANCE A</b>
<p>The enrollment projection calculation (see <i>page 3-A-24</i>) <b>exceeds</b> the actual area of all leased, lease-purchase, and leased-with-option-to-purchase portable buildings.</p> <p>Under this circumstance, the building area of these portables is <b>included</b> in the district's "existing adequate area" and the area exclusion derived from the enrollment projection calculation is <b>excluded</b> from the district's "existing adequate area".</p>
<b>CIRCUMSTANCE B</b>
<p>The district has no leased, lease-purchase, or leased-with-option-to-purchase portable buildings.</p> <p>Under this circumstance, the enrollment projection calculation may be utilized. The area exclusion derived from the enrollment projection calculation is excluded from the district's "existing adequate area".</p>

## Portable/Relocatable Buildings

### Definition

Both portable and relocatable classrooms are defined as classroom buildings of modular design and construction that meet all of the following criteria:

PORTABLE CRITERIA
<ul style="list-style-type: none"> <li>designed and constructed to be relocatable over public streets; and</li> <li>designed and constructed for relocation without the separation of the roof or floor from the building; and</li> <li>when measured at the most exterior walls, has a floor area not in excess of 2,000 square feet; and</li> <li>each section when loaded on a trailer for conveyance shall not exceed 16 feet in height and 14 feet in width.</li> </ul>
RELOCATABLE CRITERIA
<ul style="list-style-type: none"> <li>also meets the definition of a portable as described above; and</li> <li>built under the State School Building Lease-Purchase Program (SSBLPP) to qualify for bonus area or other program requirements (i.e., 30 percent relocatable teaching station requirement); or</li> <li>not built under the State School Building Lease-Purchase Program but were utilized to satisfy a SSBLPP requirement.</li> </ul>

### Portable Building Classifications

Portable buildings not built as a requirement of the SSBLPP may be classified as follows:

CLASSIFICATIONS	DESCRIPTION
District-Owned	Owned by the district.
State Emergency	Leased pursuant to the "Emergency School Classroom Law of 1979", commencing with Education Code Section 17785, Chapter 25.
Leased	Leased by the district without right to ownership.
Leased-with-Option-to-Purchase	Leased by the district with the option to purchase for a stated amount at the termination of the lease agreement.
Lease-Purchase	Leased with the intent of purchase at the termination of the lease agreement.

*Continued on the next page*

**Portable Building  
Classifications, continued**

**Note:** In all cases, (1) the lease payment must be comparable to fair market value as determined by the State Emergency Portable program rental schedule and, (2) refinancing or renegotiating the lease agreement *does not* change the date of the initial lease. Additionally, portables sold by a district and leased back to the district for classroom purposes will be considered owned by the district. ☺

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# Form SAB 500, Lease-Purchase Justification Document Overview

## Introduction

A determination of a district's eligibility is calculated using the *Form SAB 500, Lease-Purchase Justification Document*. This is accomplished by converting the district's projected estimated average daily attendance (*Form SAB 411, Enrollment Projection*) into allowable building area.

When completing the *Form SAB 500, Lease-Purchase Justification Document* the following items must be taken into consideration:

Existing/Proposed Area	<ul style="list-style-type: none"> <li>All building area owned or operated by an applicant school district must be reported.</li> <li>Proposed area is classified as area which the district is eligible to build.</li> <li>Existing building area is classified as existing adequate area unless specifically excluded by the Law or by SAB Regulations.</li> </ul>
Computed Allowable Area	<ul style="list-style-type: none"> <li>The total building area allowed for all buildings within a district is computed on the basis of a projection of the current enrollment which is converted to average daily attendance (ADA).</li> <li>Area allowed per unit of ADA as set forth in Sections 1865.33 through 1865.37 of the SAB Regulations.</li> <li>The area allowance permitted by Education Code Section 17749 is conditioned on utilizing at least ten percent of the new area in an application as relocatable teaching stations.</li> </ul>
Eligible Area	<ul style="list-style-type: none"> <li>The amount of a new area eligibility is established by determining the difference between the computed allowable area and the adequate existing area of all buildings in the district or attendance area.</li> </ul>

*Continued on the next page*

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Topic Items

This topic includes the following items:

ITEM	SEE PAGE
Form SAB 500, Lease-Purchase Justification Document	3-A-30
Assigning "Units of ADA"/State Loading Standards	3-A-32
Maximum Computed Allowable Area	3-A-36
Maximum Computed Allowable Area: Seven Percent Area Allowance Increase	3-A-40
Maximum Computed Allowable Area: Resource Specialist Program	3-A-42
Maximum Computed Allowable Area: Relocatable Teaching Station Bonus Area	3-A-43
Maximum Computed Allowable Area: Bonuses Granted to Former Projects	3-A-45
Computation of Existing and Proposed Area	3-A-46
Site Acreage	3-A-47
Form SAB 500 Certification	3-A-48

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*Continued on the next page*

# Form SAB 500, Lease-Purchase Justification Document

## Preparing the Form SAB 500

Instructions for preparing the *Form SAB 500, Lease-Purchase Justification Document* are provided on the reverse side of the form. However, if assistance is necessary please contact the OLA. This section describes the components of the *Form SAB 500, Lease-Purchase Justification Document* (see *Exhibit 3, page 3-A-31*).

Note: In lieu of submitting the Form SAB 500, the district may certify all facilities owned or operated by the district on the *Form SAB 525, Site Summary* and/or *Form SAB 526, Real Property, Portable and Non-Conforming Report*.

## General Designations

Fill in the appropriate information that refers to the district's form of application:

- Enrollment Basis
- Specific Program
- Method
- Application Number
- School District
- County

## School Name

Identify the names of *all facilities* in the district (or High School Attendance Area, if applicable) in the following order:

- elementary schools
- middle schools
- senior high schools
- special schools
- district administration
- other facilities
- interdistrict adjustment (see *Interdistrict Enrollment Adjustment page 3-A- 32*)

## Lease-Purchase Application Number

Include all State School Building Lease-Purchase Program application numbers for completed projects and projects in progress.

## Grades Served

Indicate the grade levels and special education class types maintained at each school site.

## Building Facilities

For all existing and proposed schools, report all teaching stations as well as non-teaching stations that are not excluded from the area of adequate school construction (see *Area Exclusions, pages 3-A-18 through 3-A-25*). Designate each facility in accordance with the classifications listed in the *Building Cost Standards, pages 3-B-56 through 3-B-59*. ©

### Exhibit 3: Form SAB 500, Lease-Purchase Justification Document

[illegible]

## Assigning “Units of ADA”/State Loading Standards

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### Assigning Units of ADA

Units of average daily attendance (ADA) are assigned to each school facility as follows:

- Compute the number of ADA for all existing teaching stations at full capacity according to State loading standards (see *State Loading Standards, pages 3-A-33 through 33-A-35*). This number represents the number of ADA adequately housed.
- When all existing facilities have been reported to capacity, the remaining projected ADA must be reported as “to be housed”.
- The total number of ADA “adequately housed” and “to be housed” cannot exceed the applicable enrollment projection as specified on the *Form SAB 411, Enrollment Projection*.

**Note:** When teaching stations are less than 800 square feet, determine the loading by dividing the actual size of the teaching station by 30 for elementary or 32 for secondary facilities. Round the quotient to the nearest whole number.

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### Interdistrict Enrollment Adjustment

Education Code Section 48204 allows students to enroll in a school district other than the district in which they reside. This interdistrict attendance agreement is contingent upon consideration and approval of both districts. However, the SAB does not provide an area allowance for these students.

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### SAB Policy

An interdistrict adjustment is required only when the “students living in but attending out” of the district, *exceeds* the “students living out but attending in” the district. The area reserved for these students is reported on the Form SAB 500. This adjustment does not apply to students attending continuation high schools and special education facilities.

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### Required Document

The district reports interdistrict students in Section A of the *Form SAB 411B, Enrollment Certification*.

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*Continued on the next page*



**Procedure**

IF . . .	THEN . . .
the maximum amount of students "living within the district but attending outside" <i>exceeds</i> the amount of students "living outside the district but attending within".	calculate the interdistrict adjustment by reducing students "living within the district but attending out" by the lesser of either: <ul style="list-style-type: none"> <li>the amount of students "living outside the district but attending within", or</li> <li>two percent of the districts current enrollment.</li> </ul>

**State Loading Standards**

"Units of ADA" must be reported in accordance with SAB loading standards. The state loading standards are designated as follows:

ELEMENTARY GRADES K – 6 and K – 8 (when not a separate school)	
GRADE LEVEL	LOADING STANDARD
Kindergarten (double session)	55
Kindergarten (single session) *	29
1 – 3	29
4 – 8 (7 – 8 not departmentalized)	33
7 – 8 (departmentalized)	30
Lab (7 – 8 only)	26

Note: Evidence of a single session kindergarten may include teacher contracts, school board minutes or other documentation. However, the single session loading must have been in effect prior to January 1, 1987.

*Continued on the next page*

State Loading Standards,  
continued

SECONDARY GRADES 6 – 8 or 7 – 8 (Separate School) 7 – 9 AND HIGH SCHOOLS	
GRADE LEVEL	LOADING STANDARD
6	33
7 – 8, 7 – 9	30
Lab (7 – 8, 7 – 9)	26
9 – 12 (except 7 – 9)	28
Lab (except 7 – 8, 7 – 9)	24
Continuation High (9 – 12)	15

*Continued on the next page*

State Loading Standards,  
continued

SPECIAL DAY CLASS (SDC)			
CLASSIFICATION		ABBREVIATION	LOADING STANDARD
NON- SEVERE HANDICAP	Severely Learning Disabled	SLD	12
	Mildly Mentally Retarded	MMR	12
	Severe Disorder of Language	SDL	10
SEVERE HANDICAP	Deaf and Hard of Hearing	DHH	10
	Visually Handicapped	VH	10
	Autistic	AUT	6
	Severely Emotionally Disturbed	SED	6
	Severely Mentally Retarded	SMR (Elementary)	12
	Severely Mentally Retarded	SMR (Secondary)	12
	Deaf-Blind/Multi	DBM	5
	Developmentally Handicapped	DH	10
	Orthopedically and Other Health Impaired	OOH	12

# Maximum Computed Allowable Area

## Introduction

Each grade level has its own multiplier in determining the maximum computed allowable area. Those grade levels include the following:

- Grades K – 6
- Grades 7 – 9 or 7 – 10
- Grades 7 – 8
- Grades 9 – 12
- Continuation High: (9 – 12)
- Special Day Class

## Grades K – 6

For school districts with more than 300 ADA at the K – 6 grade level, allocate 55 square feet per K – 6 ADA unit.

## Grades K - 6 Small School District

Use the following chart to compute the allowable area for small school districts (K – 6 or K – 8) with 300 ADA or less at the K – 6 grade level.

ESTIMATED ADA	AREA ALLOWANCE (SQ. FT.)
6 – 25	1,600
26 – 50	3,800
51 – 75	5,700
76 – 100	7,200
101 – 133	8,415
134 – 166	10,200
167 – 199	12,000
200 – 232	13,360
233 – 285	15,675
286 – 299	16,500

For grades 7 and 8, allocate 75 square feet per attendance unit

## Grade 6 (when part of a 6 – 8 school)

For grade 6, allocate 55 square feet per average daily attendance unit.

*Continued on the next page*

Grades 7 – 8 (when part of a 7 – 9 or 7 – 10 school)

For grades 7 and 8, allocate 75 square feet per average daily attendance unit.

Grades 9, 10  
(when part of a 7 – 9 or 7 – 10 school)

For each attendance unit in grade 9, or grades 9 and 10 when part of a 7 – 9 or 7 – 10 school, the maximum area as calculated for grades 9 – 12 is allowed.

- Using the 9 – 12 table below, determine the area allowance for all grade levels 7 – 9 or 7 – 10.
- Using the allowance calculated from the table below, average the attendance units. This average represents the area allowed for each grade 9 or grades 9 and 10 attendance unit.
- For grades 7 and 8, allocate 75 square feet per attendance unit.

Grades 9 – 12,  
Grades 10 – 12

#### **NEW SCHOOLS**

For grades 9 – 12, use the following chart to compute the allowable area for each site:

ESTIMATED ADA	AREA ALLOWANCE (SQ. FT.)
1 – 50	18,000
51 – 100	18,000 + ( 162 per ADA over 50)
101 – 200	26,100 + (99 per ADA over 100)
201 – 300	36,000 + (60 per ADA over 200)
301 – 600	42,000 + (54 per ADA over 300)
601 – 1800	58,200 + (80 per ADA over 600)
over 1800	154,200 + (85 per ADA over 1,800)

#### **ADDITIONS TO EXISTING SCHOOLS**

For additions to existing high schools, calculate the area allowance for the total units of ADA assigned to the pertinent school (both “adequately housed” and “to be housed”).

*Continued on the next page*

**Continuation High Schools  
(9 – 12)**

**NEW SCHOOLS**

For continuation high schools (grades 9 – 12), use the following chart to compute the allowable area for each site:

PUPIL UNITS	AREA ALLOWANCE (SQ. FT.)
5 – 20	2,300
21 – 40	2,300 + 125 per pupil unit over 20
41 – 60	4,800 + 120 per pupil unit over 40
61 – 90	7,200 + 115 per pupil unit over 60
91 – 120	10,650 + 105 per pupil unit over 90
121 – 150	13,800 + 90 per pupil unit over 120
over 150	16,500 + 60 per pupil unit over 150

**Note:** A continuation high school must be physically and operationally distinguishable from other schools. The district must provide conclusive evidence that the continuation facility is in fact a separate institution with its own administration, teaching staff, and course of study and is located in a clearly identifiable building area.

**ADDITIONS TO EXISTING SCHOOLS**

For additions to existing continuation high schools, calculate the area allowance for the total pupil units assigned to the pertinent school (both “adequately housed” and “to be housed”).

*Continued on the next page*

**Special Day Class**

The allowable area for special day class at each site is computed on a per classroom basis according to a specific handicap:

SPECIAL DAY CLASS			
CLASSIFICATION		ABBREVIATION	AREA ALLOWANCE (SQ. FT.) PER CLASSROOM
NON- SEVERE HANDICAP	Severely Learning Disabled	SLD	1,080
	Mildly Mentally Retarded	MMR	1,080
	Severe Disorder of Language	SDL	1,080
SEVERE HANDICAP	Deaf and Hard of Hearing	DHH	1,080
	Visually Handicapped	VH	1,330
	Autistic	AUT	1,160
	Severely Emotionally Disturbed	SED	1,160
	Severely Mentally Retarded	SMR (Elementary)	1,750
	Severely Mentally Retarded	SMR (Secondary)	2,150
	Deaf-Blind/Multi	DBM	1,400
	Developmentally Handicapped	DH	2,000 + therapy *
	Orthopedically and Other Health Impaired	OOH	2,000 + therapy *

\* DH and OOH classrooms receive additional square footage for therapy as follows:

- For therapy purposes, the first classroom receives 3,000 square feet and each additional classroom receives 750 square feet. ☺

# Maximum Computed Allowable Area: Seven Percent Area Allowance

## Introduction

Education Code Section 17746.7 allows a seven percent increase in allowable area per ADA “to be housed”. The seven percent increase in the allowance is restricted to unhoused ADA and not provided for those pupil units within the district’s continuation high schools and special day class program.

## New School Projects

For each ADA housed in a proposed project, use the following chart to calculate the seven percent area increase in the maximum computed allowable. Identify the increase with a ‘seven percent’ (7%) notification.

PROPOSED SCHOOLS	
GRADE LEVEL	CALCULATION
K – 6 (districts with less than 300 projected K – 6 ADA)	$0.07 \times \text{computed allowable}$ (excluding any area bonuses)
K – 6 (districts with 300 or more projected K – 6 ADA)	$4 \text{ sq. ft.} \times \text{ADA}$
7 – 8	$5 \text{ sq. ft.} \times \text{ADA}$
9 – 12	$0.07 \times \text{computed allowable}$ (excluding any area bonuses)
Special Day Class	none
Continuation High School	none

*Continued on the next page*



### Additions to Existing Schools

For each proposed addition, use the following chart to calculate the seven percent area increase in the maximum computed allowable for those ADA "to be housed". Identify the increased with a 'seven percent' notification.

ADDITIONS TO EXISTING SCHOOLS		
GRADE LEVEL	CALCULATION	
K – 6 (districts with less than 300 projected K – 6 ADA)	5 sq. ft. × per ADA	
K – 6 (districts with 300 or more projected K – 6 ADA)	4 sq. ft. × per ADA	
Grades 6 (when part of a 6 – 8 school)	4 sq. ft. × per ADA	
7 – 8	5 sq. ft. × per ADA	
Continuation High	none	
Special Education	none	
9 – 12 and 9, 10 (when part of a 7 – 9 or 7 – 10 school)  (Including grade 9 when part of a 7 – 9 or 7 – 10 project; determine the capacity of the school plant, both "adequately housed" and "to be housed" and allow the additional area according to the adjacent table for the units of ADA "to be housed" at that location).	<b>IF the 9 – 12 total ADA is . . .</b>	<b>THEN the multiplier is . . .</b>
	1 – 50	0 sq. ft.
	51 – 100	11 sq. ft.
	101 – 200	7 sq. ft.
	201 – 300	4 sq. ft.
	301 – 600	4 sq. ft.
	601 – 1800	6 sq. ft.
	over 1800	6 sq. ft.

# Maximum Computed Allowable Area: Resource Specialist Program

## Introduction

Any project not approved for Phase II prior to January 1, 1987, may include a building area allowance for a resource specialist program (RSP). The RSP enrollment is reported on the *Form SAB 411B, Enrollment Certification* document.

## RSP Entitlement

The maximum number of pupils per project for which an allowance will be provided is limited to four percent of the ADA to be housed in the project. Districtwide, the allowance allotted for a resource specialist program may not exceed the RSP enrollment reported on the Form SAB 411B or four percent of the actual unhoused ADA, whichever is less.

## RSP Area Allowance

Use four percent of the project's ADA "to be housed" to determine the area allowance for an RSP facility.

RSP UNITS	AREA ALLOWANCE (SQ. FT.)
1 – 8	240
9 – 28	480
29 – 37	720
38 – 56	960
57 – 65	1200
66 – 85	1440
86 – 94	1680
95 – 112	1920

Note: The RSP area allowance must be exclusively dedicated to the RSP facility. ☺

# Maximum Computed Allowable Area: Relocatable Teaching Station Bonus Area

## Introduction

Education Code Section 17749 (e) allows for a relocatable bonus area allowance for those projects including relocatable teaching stations.

## Relocatable Requirement

The relocatable requirement is determined as follows:

- A minimum of 30 percent of all proposed teaching stations must be relocatable buildings.
- The structures must meet the definition of a relocatable (see *Portable/Relocatable Buildings*, page 3-A-26).

## Calculation of Relocatable Teaching Stations Requirement

Thirty percent of the proposed teaching stations must be relocatable as determined below:

### Example

Total proposed teaching stations	30 percent of proposed teaching stations	Minimum number of relocatable teaching stations required
11	3.3	4

Note: The number of teaching stations must be rounded up to the next whole number.

## Calculation of Bonus Area

Before determining the relocatable teaching station bonus area, verify that the “30 percent relocatable teaching station requirement” has been met. Use the following steps to calculate the “relocatable bonus area” for *each* project:

IF . . .	THEN . . .
<ul style="list-style-type: none"> <li>• a minimum of 30 percent of all proposed teaching stations are relocatable buildings and,</li> </ul>	multiply the ADA “to be housed” in the project by three square feet.
<ul style="list-style-type: none"> <li>• 10 percent of the total proposed building area is comprised of relocatable buildings</li> </ul>	

*Continued on the next page*

**Reductions in Relocatable Requirement**

All reductions to this requirement are subject to SAB approval. Reductions of the 30 percent relocatable teaching station requirement may be permitted under the following circumstances:

<b>CIRCUMSTANCE A</b>
Delivery of the relocatable structures by the manufacturer would cause a delay in the completion of the overall project
<b>CIRCUMSTANCE B</b>
<p>Inclusion of the relocatable structure in the project is prohibited due to either one of the following:</p> <ul style="list-style-type: none"> <li>• excessive site preparation costs are inevitable</li> <li>• the utilization of relocatables would create a hazardous site condition for the pupils</li> <li>• transportation of the relocatable structures to the site is extremely dangerous due to road conditions</li> <li>• climatic conditions exist that severely affect the proper operation of the structure</li> </ul>
<b>CIRCUMSTANCE C</b>
The usable site acreage of the facility is less than 75 percent of the recommended site size as determined by the California Department of Education.
<b>CIRCUMSTANCE D</b>
<p>The relocatable structures are acquired by the district up to two years prior to the Phase III construction approval of the project, provided that the following conditions are met:</p> <ul style="list-style-type: none"> <li>• the area of the relocatable is included in the district's existing adequate area; and</li> <li>• the relocatable may be on the same site or another site within the attendance area the application is applied under, and</li> <li>• the relocatable is not be used to satisfy a requirement or condition on a previous project.</li> </ul>
<b>CIRCUMSTANCE E</b>
When the proposed project has less than four teaching stations and the SAB finds that it would be to the benefit of the pupils affected to do so.

**Note:** Those projects containing less than ten percent of the total building area in relocatable structures are not eligible for the three square foot bonus per proposed ADA. ☹

## Maximum Computed Allowable Area: Bonuses Granted to Former Projects

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### Introduction

Bonuses granted to a former project will remain as part of the “maximum computed allowable area” established at the time of the bid approval. These bonuses are as follows:

- Seven Percent Area Allowances
- Resource Specialist Program (RSP) Area Allowance
- Relocatable Teaching Station Area Allowance (three square feet)

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### Exception: Speech Therapy

The bonus area of 200 square feet for speech therapy is not allowed for projects approved after January 1, 1987. However, if the district received this bonus on a project prior to January 1, 1987, the 200 square feet may be excluded from the district’s existing adequate area.

Note: The bonus is excluded from the district’s “existing adequate area” rather than included in the “maximum computed allowable building area”. ☺

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# Computation of Existing and Proposed Area

## Introduction

When computing the existing and proposed building area on the Form SAB 500, the total building area must represent *all* buildings owned and/or operated by the district. This area must comply with the guidelines outlined in *1A Diagrams: Diagrams of Existing Facilities*, page 3-A-10.

## Exclusions from Existing Adequate Area

The building areas that are excluded from the district's calculation of existing adequate area are identified in *Area Exclusions*, pages 3-A-18 through 3-A-25.

When applicable, use the following abbreviations to identify the excluded areas:

IDENTIFICATION	ABBREVIATION
County Owned Portable	CO
District Administration	DA
Portable Exclusion	P
Leased Portable	LP
Non-Field Act Building	NF
Trailer	T

Note: This chart does not represent *all* excluded areas.

## Existing Adequate Area

The existing adequate area is the existing building area remaining after all exclusions have been deducted from the total building area.

## Proposed Permanent Area

Permanent proposed area is the new building area to be dedicated to permanent facilities after the relocatable building area requirement has been established.

## Proposed Relocatable Area

For proposed new schools or additions to existing schools, a minimum of 30 percent of all proposed teaching stations must be relocatable buildings (see *Relocatable Requirement*, page 3-A-43). For purposes of determining area of a relocatable use 960 square feet per teaching station. ☺

# Site Acreage

.....	
District-Owned Site	For each existing site, identify the number of gross and usable district-owned acreage.
<hr/>	
Proposed Site Acquisition	For new sites or additions to an existing site, identify the number of gross and usable acreage to be acquired. ☺
<hr/>	

## Form SAB 500 Certification

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### Introduction

Prior to the initial approval of a project, the *Form SAB 500, Lease-Purchase Justification Document* must be accepted by the reviewing agencies as well as the school district.

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### Required Signatures

The reviewing agencies include:

- School District Representative
- California Department of Education, School Facilities Planning Division
- Executive Officer, State Allocation Board

The original signatures of the representatives must be contained on the *Form SAB 500, Lease-Purchase Justification Document*. This original document will be kept on file at the OLA.

Note: Prior to an SAB recommendation to convert from an advance site and/or plans application to a new construction application, the Form SAB 500 must be accepted by the reviewing agencies. ☺

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# Form SAB 511, Alternative Method of Computing the Area of Adequate School Construction

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## Introduction

When preparing the Form SAB 500, the difference between the traditional and the alternate methods is the manner in which the existing adequate area is assessed.

The traditional method utilizes the actual building area in assessing the district's existing adequate area.

The alternate method utilizes the *Form SAB 511, Worksheet for Alternative Method of Computing the Area of Adequate School Construction* in assessing the district's existing adequate area. The alternate method does not consider actual building area but rather addresses teaching stations *only*.

For *each* site within the district or high school attendance area, a separate Form SAB 511 must be completed.

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## Building Diagrams

For all facilities constructed prior to January 1, 1986, provide a plot plan in compliance with SAB requirements (see *Plot Plan, page 3-A-10*). Clearly identify *all* teaching stations (classrooms/labs). See *Example 2: Plot Plan, page 3-A-12*.

For all facilities constructed after January 1, 1986, provide detailed building diagrams (see *Building Diagram, page 3-A-11*).

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## Form SAB 511

The Form SAB 511 is used to compute the area of adequate school construction for those buildings completed prior to January 2, 1986, and that are not excluded from the area of adequate school construction.

Note: All facilities reconstructed to increase capacity retain their original completion date.

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*Continued on the next page*

**Types of Teaching Stations**

For those facilities constructed prior to January 2, 1986, a distinction between the teaching stations must be made. The following chart describes the two distinct types of teaching stations:

TEACHING STATIONS	
TYPE	DESCRIPTION
Classroom	A pupil instructional space which serves as a classroom space.
Laboratory	A pupil instructional space with built-in areas for individualized instruction.

**Self-Certification**

The District Representative may elect to certify to the number and type of teaching stations in the district. The district may report this information on the *Form SAB 525, Site Summary* and/or *Form SAB 526, Real Property, Portable and Non-Conforming Report*.

Note: The OLA reserves the right to conduct an audit.

*Continued on the next page*

**State/District  
Pupil Loading Standards**

When loading the teaching stations constructed prior to January 2, 1986, the district has the option to load according to 'district' or 'State' standards. District loading standards are deemed to be those adopted by formal school board action or as provided by evidence satisfactory to the SAB which were in effect prior to January 1, 1986.

**Note:** When teaching stations are less than 800 square feet, determine the loading by dividing the actual size of the teaching station by 30 for elementary or 32 for secondary facilities. Round the quotient to the nearest whole number.

LOADING STANDARDS FOR ELEMENTARY GRADES K – 6 and 7 – 8 (Not a Separate School)		
GRADE LEVEL	STATE (ADA)	DISTRICT (ADA) *
Kindergarten (double session)	55	52 – 55
Kindergarten (single session)	29	26 – 29
1 – 3	29	26 – 29
4 – 8	33	30 – 33
Lab (7 – 8 only)	26	23 – 26

LOADING STANDARDS FOR SECONDARY GRADES 6 – 8 or 7 – 8 (Separate School) 7 – 9 and High Schools		
GRADE LEVEL	STATE (ADA)	DISTRICT(ADA) *
6	33	30 – 33
7 – 8, 7 – 9	30	27 – 30
Lab (7 – 8, 7 – 9)	26	23 – 26
9 – 12 (except 7 – 9)	28	25 – 28
Lab (except 7 – 8, 7 – 9)	24	21 – 24
Continuation High (9 – 12)	15	NA

\* May deviate from State standards by no more than three. ☺

# Fiscal Reports

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## Introduction

The following forms are required for the reporting of available rents and matching share requirement.

FORM NO.	TITLE	FILING PERIOD
SAB 504I	Initial Certification of Available Rents	initiates reporting
SAB 504A	Annual Certification of Available Rents	annually
SAB 505	District Match Share Report	quarterly

## Completing the Forms

For assistance in completing these documents contact the Fiscal Services Section of the OLA. ☎

# Form SAB 506, Application for Apportionment

<p>.....</p> <p>Introduction</p>	<p>All school districts participating in the State School Building Lease-Purchase Program must file a <i>Form SAB 506, Application for Apportionment</i> (see <i>Exhibit 4, page 3-A-54</i>). This document is submitted for new construction projects as well as amendments to new construction projects previously filed. A separate application must be filed for each project.</p>
<p>Completing the Form SAB 506</p>	<p>The Form SAB 506 is self explanatory, however, if you need assistance completing it contact the OLA. The following information has been provided for items on the form needing further clarification.</p>
<p>Project Request</p>	<p>The method of application must be declared:</p>
	<ul style="list-style-type: none"> <li>• New Construction</li> <li>• 50/50 Program (Standard or self certifying)</li> <li>• Advance Site and/or Plans</li> <li>• Cost Sharing</li> </ul>
<p>Description and Scope of Project</p>	<p>Provide a complete description of the proposed facilities. (i.e., number/type of teaching stations and support facilities). Also, state if the project will include the acquisition of land.</p>
<p>Administrative Cost Allowance</p>	<p>Administrative expenses incurred in filing an application for new construction are reimbursable pursuant to Education Code Section 17719.5. Eligibility requirements exist. Refer to <i>Administrative Cost Allowance, page 3-A-55</i>.</p>
<p>Amount of Apportionment</p>	<p>When calculating the total project apportionment use \$120.00 per square foot for new building area plus site acquisition costs.</p>
<p>Restricted Maintenance Fund</p>	<p>All districts applying for a new construction project must establish a Restricted Maintenance Fund for the maintenance of the new building (see <i>Appendix 10, Restricted Maintenance Fund</i>).</p>
<p>District Representative</p>	<p>The authorized district representative <i>must</i> sign the <i>Form SAB 506, Application for Apportionment</i> and also be designated as the person/persons authorized to act as the district's representative on the <i>Form SAB 508, Authorized Signatory</i>. For additional information see <i>Section 2, page 2-6</i>.</p>
<p>Additional Signatories</p>	<p>Final completion of the Form SAB 506 requires the signatures of the president/ chairperson and secretary/ clerk of the school district's governing board. Original signatures on this document, as with all other application documents, are necessary. ☺</p>

## Exhibit 4: Form SAB 506, Application for Apportionment

STATE OF CALIFORNIA <b>APPLICATION FOR APPORTIONMENT</b> STATE SCHOOL BUILDING LEASE-PURCHASE LAW OF 1974 (CHAPTER 22, PART 10, DIVISION 1, EDUCATION CODE) SAB 506 (REV. 04/93)		DEPARTMENT OF GENERAL SERVICES STATE ALLOCATION BOARD
1. SCHOOL DISTRICT	COUNTY	APPLICATION NUMBER
The school district named above hereby <input type="checkbox"/> applies <input type="checkbox"/> amends its application to the State Allocation Board for an apportionment under the provisions of chapter 22, Part 10, Division 1 of the Education Code.		
2. METHOD OF FILING <input type="checkbox"/> STANDARD APPLICATION <input type="checkbox"/> SELF-CERTIFIED APPLICATION (Must be at least 50% district funded)		
3. PROJECT REQUEST <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> PARTIAL DISTRICT FUNDED <input type="checkbox"/> ADVANCE INTERPLANS <input type="checkbox"/> COST SHARING		
4. BUDGET APPROVAL		
5. PROJECT NAME AND LOCATION		
6. GRADE LEVEL FOR THIS APPLICATION (CHECK ONE) <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> JUNIOR HIGH <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> COUNTY SUPERINTENDENT		
7. PROJECT GRADE SPAN FROM _____ TO _____		
8. ADVANCE PLANNING (FORM APPORTIONMENT MADE FOR THIS PROJECT PER EDUCATION CODE SECTION 17731.3) <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, Project Number 00/		
9. DESCRIPTION AND SCOPE OF PROJECT		
10. SQUARE FOOTAGE OF BUILDING AREA REQUESTED		APPROXIMATE NUMBER OF STUDENTS PROVIDED FOR IN REQUESTED AREA
11. PRIORITY NUMBER (Priority of funding this project relative to all other bids submitted by the District for funding.)		
12. APPLICATION SUBJECT TO ADMINISTRATIVE COST OF \$6,000 OR LESSER AMOUNT AS PERMITTED BY EDUCATION CODE SECTION 17731.3 <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, \$ _____ (Available only to districts with less than 2,501 ADA)		
13. REQUESTED APPORTIONMENT		
The school district named above hereby applies for the sum of \$ _____ (the estimated cost of the project described herein), plus or minus any changes in the estimated cost as permitted by Regulation 1863.38 of the State Allocation Board, less other funds the Board may find to be available to the district for the project described herein.		
If this request is for advance use and/or planning, the apportionment is made under the provisions of Education Code Section 17732 as follows:		
Beginning in the fifth fiscal year following the fiscal year in which any apportionment is made pursuant to this section, the district shall repay the apportionment with interest in ten equal annual installments, unless and until the district has qualified for an apportionment pursuant to an application for utilization of the site and/or plans under this chapter. These repayments shall constitute rent and shall be in addition to any other rents or fees for which the district is obligated under Education Code Section 17732.		
14. As a condition of approval of this project, elementary districts with more than 900 ADA, high school districts with more than 300 ADA or unified school districts with more than 1,200 ADA agree to establish a restricted account for exclusive purposes of regular maintenance and routine repair as outlined in Education Code Section 17714. These districts further agree to deposit into this fund at least two percent of the district's general fund and adult education budget, exclusive of amounts budgeted for capital outlay and debt service, each fiscal year, for the life of the lease agreement. Said deposits to be made no later than December 31, beginning in the fiscal year following the fiscal year the project was approved.		
I hereby certify that the statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief, and that submission of this application for funds was authorized by the Governing Board of the above named school district by a resolution adopted on _____, 19____.		
SIGNATURE OF AUTHORIZED AGENT		DATE
15. CERTIFICATION BY PRESIDENT/CHAIRPERSON AND SECRETARY/CLERK OF GOVERNING BODY OF DISTRICT		
We hereby certify that the Governing Board of the District has reviewed this application and supporting documents and that the contents thereof properly set forth the request of the District for an apportionment under chapter 22, Part 10, Division 1, of the Education Code, contained in a resolution of its Governing Board adopted on _____, 19____.		
SIGNATURE		DATE
SIGNATURE		DATE

AB 506 - 1993 Apportionment  
Form SAB 506

# Administrative Cost Allowance

.....

## Introduction

An administrative cost apportionment is available to smaller school districts to offset expenses incurred in the preparation and monitoring of a State School Building Lease-Purchase project.

## Eligibility

Districts having actual enrollment of 2,500 or less are eligible for the administrative cost allowance.

## Allowance Schedule

Qualifying districts may request an administrative allowance for each project based on the type of application submitted:

TYPE	ALLOWANCE
New Construction	\$5,540.00
Modernization	\$1,333.00
Reconstruction	\$1,333.00

## Eligible Expenditures

Reimbursable expenditures may include the following:

- salaries of school district staff/independent consultants
- preparation/development of building diagrams (1A diagrams)
- letter appraisals
- environmental impact documents
- developer fee tracking

## Administrative Cost Allowance Requests

A request for an administrative cost allowance must be indicated on the *Form SAB 506, Application for Apportionment*. The applicable administrative costs will then be incorporated into one of the project's apportionments. ☺

# Letter Appraisals for Real Property

.....	<b>Introduction</b> All new construction applications which include the acquisition of land require the district to include two (2) letter appraisals.
<b>Purpose</b>	The two letter appraisals are used for estimating the project cost only. This is not a request for full appraisals.  This information is not intended to replace the need for full appraisals nor is this information intended to be used for final land value purposes. Full appraisals will be required later in the application process.
<b>Providers</b>	Anyone with the knowledge of land values in the area can provide this information. This may be: <ul style="list-style-type: none"><li>• a local land developer</li><li>• a local realtor</li><li>• a district board member</li><li>• a concerned parent</li></ul> <p>Note: The costs associated with the preparation of letter appraisals must be borne by the district.</p>
<b>Content</b>	Each of the two letters must: <ul style="list-style-type: none"><li>• state why the person would know land values in the area</li><li>• state the dollar per acre value of land in the area (<i>i.e., \$5,000.00 per acre</i>)</li></ul> <p>Please do not provide:</p> <ul style="list-style-type: none"><li>• range of land value (<i>i.e., between \$3,000.00 and \$4,000.00 per acre</i>)</li><li>• total estimated value for a proposed site (<i>i.e., \$51,000.00 for the Hill &amp; Dale site</i>) ☹</li></ul>



# Form SAB 518, Agreement to Lease

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## Introduction

Any district that receives an apportionment from the SAB for a State School Building Lease-Purchase project must enter into an agreement with the State via the *Form SAB 518, Agreement to Lease*. The term of the lease-purchase agreement is 40 years from the date of the initial approval of the project. At the expiration of this 40-year term, ownership of the project reverts to the district.

The lease-purchase agreement binds the district with the State to comply with all conditions stipulated in the agreement and to any special conditions established in the original approval and all subsequent amendments.

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## Terms of the Lease-Purchase Agreement

The district shall pay the SAB annual rents for the project at a rate fixed by the SAB that shall not in any year during the life of the agreement exceed the sum of the following:

- one dollar (\$1.00),
- any interest earned on funds in the county school lease-purchase fund for the district,
- any unencumbered bond funds of the district, and
- the net proceeds from the sale or lease of any school buildings or land no longer needed for school purposes.

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## Required Signatures

Original signatures on the *Form SAB 518, Agreement to Lease* are required of the following:

- Executive Officer of the Office of Local Assistance
- County Superintendent of Schools (*County Superintendent of Schools projects only*)
- Board of Trustees (Chairperson/President)
- Quorum of the School District's Board of Trustees

All agreements must be attested to by the clerk/secretary of the District's governing board.

Note: All agreements are subject to the review and approval of the OLA. Alterations to the document are not permissible. ☹

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# Client/Architect Agreement

## Introduction

The district selects a licensed architect who will provide professional services in the design development and construction phases of a project. Once an architect is selected, a copy of the fully executed client/architect agreement must be submitted. The Office of Public School Construction no longer requires the use of its own contract, however, a model contract will be provided upon request. This agreement must be received prior to bid approval. In addition, the district must provide a certification that the terms and conditions of the agreement are in accordance with SAB fee schedules, guidelines and conditions.

## Selection of an Architect

The district should solicit proposals from several architects known by reputation as being well qualified and experienced in the design and construction of public schools.

The district is expected to negotiate the best possible terms for the architectural services.

## Architect's Fee Schedule

The following fee schedule may not be exceeded under any circumstances.

STANDARD ARCHITECTURAL FEE SCHEDULE				
CONTRACT AMOUNT	NEW CONSTRUCTION		MODERNIZATION	
	% RATE	FEE (100% OR FRACTION THEREOF)	% RATE	FEE (100% OR FRACTION THEREOF)
first \$500,000	9%	\$45,000	12%	\$60,000
next \$500,000	8½%	\$42,500	11½%	\$57,500
next \$1,000,000	8%	\$80,000	11%	\$110,000
next \$4,000,000	7%	\$280,000	10%	\$400,000
next \$4,000,000	6%	\$240,000	9%	\$360,000
excess of \$10,000,000	5%		8%	

The architect fee is only an estimate through Phases P and C. The final determination of the fee is made at the time of the bid approval. Adjustments to this fee will be calculated if approvable change orders arise.

*Continued on the next page*

**Architectural Insurance**

It is the responsibility of the district to ensure that general practice architectural errors and omissions insurance coverage of at least \$500,000 be provided and payable by the architect.

It is the responsibility of the architect to ensure that each consultant or sub consultant be covered by a minimum of \$500,000 errors and omissions insurance.

**Factory-built Portables**

A factory-built portable is a manufactured facility. Factory-built portable building plans are prepared by the manufacturer for submission by the project architect to the Division of the State Architect.

FACTORY MANUFACTURED PORTABLE FEE SCHEDULE	
PERCENT RATE	CONTRACT AMOUNT
4 %	of factory built portable

This fee schedule applies to the manufactured relocatable building costs only. All other construction costs are calculated from the standard architect fee schedule.

**Additive Change Orders**

A fee is calculated per contract to include the cost of all approved additive change orders with the exception of items resulting from errors and omissions on the part of the architect.

**Architect Fees as A Result of Separately Bid Contracts**

In the event the OPSC requires a separate bid such as for site preparation under certain circumstances (see pages 3-B-47 & 48), architect fees will be calculated separately for that bid and the main construction contract in accordance with the agreed upon fee, usually a graduated scale. In the event the district elects to bid a project in more than one increment, the district must fund any differential in architect fees caused by the separate contracts.

**Budgetary Constraints**

The architect must exercise his best judgement in determining the balance between the size, type and quality of construction to achieve a satisfactory solution within the project's construction allowance.

It is the duty of the architect to design a project *within* SAB cost standards. If a construction bid exceeds these standards, the architect is responsible for making the necessary changes in the approved plans, specifications and bid documents at no additional cost to the client.

*Continued on the next page*

**Rate of Apportionments**

The SAB apportions architect fees at the following rate:

PROJECT PHASE	PERCENTAGE OF TOTAL ESTIMATED ARCHITECT FEE (CUMULATIVE)
Planning, (Phase P)	80%
Construction, (Phase C), and Bid Approval	100%

**Termination of Client/  
Architect Agreement**

The termination of an architectural agreement must be done in accordance with the terms of the client architect agreement. It is the district's responsibility to ensure that allowable termination scenarios are specified in the agreement.

If the contract termination is challenged by the architect, the district must defend the termination under the provisions of the agreement at no cost to the State.

Furthermore, the OPSC will consider the amount of compensation agreed under the original contract to be the maximum for the project. Thus, if the amount owed to the original architect plus the amount owed to a new architect to complete the project exceeds the amount of the original contract, the district will be required to fund the additional amount.

The district is discouraged from changing architects during the course of a project due to the delays which are counterproductive to the goal of building new school facilities. However, in cases where termination is absolutely necessary, adherence to client/architect agreement is mandatory. ☺

## Phase P Apportionment: Planning

### Overview

When all necessary documentation has been received (see *Required Documents, pages 3-A-2 and page 3-A-3*), the OPSC will submit a recommendation to the SAB that the project application be approved and apportioned for Phase P planning costs as follows:

CATEGORY	TYPE	MAXIMUM COSTS
A. SITE (for projects including site acquisition)	Appraisals	\$2,000.00
	Escrow/Title Reports	\$2,000.00
	Surveys	\$3,000.00
	Note: Appraisal costs may be increased upon district request and justification.	
B. PLANS	Architect Fee	<p>The fee is a sum of the following calculations:</p> <ul style="list-style-type: none"> <li>• \$90.00 per sq. ft. × proposed permanent area × .08 *</li> <li>• \$50.00 per sq. ft. × proposed relocatable area × .08 *</li> </ul> <p>Multiply the total calculated above by .80.</p>
	Preliminary Tests	\$5,000.00
G. CONTINGENCIES	Contingencies	\$5,000.00

\* Represents an average architect's fee rate.

*Continued on the next page*

## Phase P Fund Release: Planning

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### Introduction

A release of funds is issued upon SAB approval of a Planning (Phase P) apportionment.

### Required Documents

The following documents are required prior to the release of Phase P funds:

DOCUMENT NUMBER	DOCUMENT NAME
<input type="checkbox"/> SAB 518	Agreement to Lease (fully executed)
<input type="checkbox"/> SAB 490	Certification from the district that the project conforms with the California Environmental Quality Act (CEQA)
<input type="checkbox"/> SAB 185	A certification letter from the district that funds are on deposit (50/50, 60/40, or cost sharing projects)

A fund release, which includes 80 percent of the estimated architect fees, will be released upon receipt of the above documents.

A fund release including only 25 percent of the estimated architect fees will be issued without CEQA certification at the district's request.

### Contingencies

Contingency funds are not released to the district. When funds apportioned at Phase P are insufficient to meet the district's obligations, funds from the contingency balance may be transferred to any cost category approved at Phase P. ☹